



U.S. Department of Transportation
Federal Aviation Administration

800 Independence Ave., SW
Washington, DC 20591

October 6, 2003

**Instructions for Completing Amendment 11
Renewal of Hull, Comprehensive and 3rd Party Liability Coverage
Until December 10, 2003**

Documents

Amendment 11
Excel Spreadsheet for Premium Calculations
Invoice Template

Completing Documents

AMENDMENT 11

Heading - Fill in your current policy number. Please be sure to indicate whether your policy is 02- or 03- followed by your airline code.

Paragraph One - Fill in legal name of business and once again indicate your current policy number.

Signature: Fill in legal name of business. Provide original signature and printed name with title of representative binding the company on two copies of the Amendment.

SPREADSHEET

To Calculate Premium:

Go to the **Amendment 11** Excel spreadsheet (see link in the website- **Premium Calculation Worksheet**) and enter the data in the highlighted areas. Based on the information you enter, the spreadsheet will calculate your deposit premium.

- Enter the deposit premium amount from the spreadsheet on to the invoice.
- Indicate method of payment.
- Follow the instructions on the invoice to make payment.

INVOICE

Fill in the following blanks in the invoice

- Invoice Number - Add two-digit airline identifier (booking) code. This number should be referenced on your payment. Fill in the date.
- Fill in company name, city, state, zip code, and contact information.
- Fill in the information in block section: fleet valuation, enplanements, RPMs & RTMs. These should be taken from the information you used on the spreadsheet.

Please send payment for receipt at FAA on or before 5:00 PM EDT Friday, October 24, 2003.

Return of Documents

Fax a signed copy of the Amendment to your FAA representative by 5:00 PM EDT Friday, October 10, 2003 to ensure uninterrupted insurance coverage.

Fax a copy of the invoice and spreadsheet to your FAA representative as soon as premium is calculated but no later than 5:00 P.M. EDT Friday, October 24, 2003 .

Send TWO original signed Amendment documents by courier or overnight delivery. Do not send by U.S. mail. Use only courier service service such as UPS, Fed Ex, DHL, Airborne, etc.

Federal Aviation Administration
Aviation Insurance, APO-3, Room 939
800 Independence Avenue, SW
Washington, DC 20591

Fax Numbers: (202) 267-3324, or (202) 267-3278, or (202) 267-5370

Next Steps

Your FAA insurance representative will validate receipt of the correct information. After validation and execution of the Amendment by the FAA, your representative will return one signed copy to you and retain one for our records. Upon request we will send you a Certificate of Insurance as confirmation of your coverage.

Questions

Contact your FAA Insurance representative, or:

Eric Nelson, eric.nelson@faa.gov, 202-267-3090

Helen Kish, helen.kish@faa.gov , 202-267-9943